



**DEPARTMENT OF DISTANCE & CONTINUING EDUCATION,  
SCHOOL OF OPEN LEARNING,  
CAMPUS OF OPEN LEARNING, UNIVERSITY OF DELHI**

## **Certificate Course in GST Assistant On The Job Training(OJT) Course**

### **Structure Of Lesson Plan**

**Course Structure: It is a 150 Hour (BSC/Q8102) course and the following topics will be covered in it:**

- How to take GST Temporary Registration (TRN)
- How to take GST Registration (GSTIN)
- How to file Nil GSTR-1 & 3B
- How to generate E-Way bill
- How to file GSTR-1
- B2B details
- B2C details
- B2C Large
- Documents issued
- Debit notes and credit notes
- How to File CMP 08 (Composition)
- How to file GSTR 1 & 3B
- Auto populated sales details from GSTR-1
- Auto populated ITC from GSTR-2B
- View GSTR-2B for availing input tax credit (ITC)